Step 1 Hire an Employee

Hiring: • Admin Intern, TS Coop, & Temp

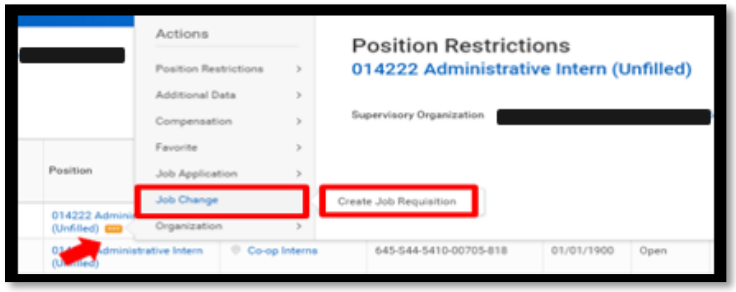
Manager

CREATE A JOB REQUISTION FOR INTERN/TEMP

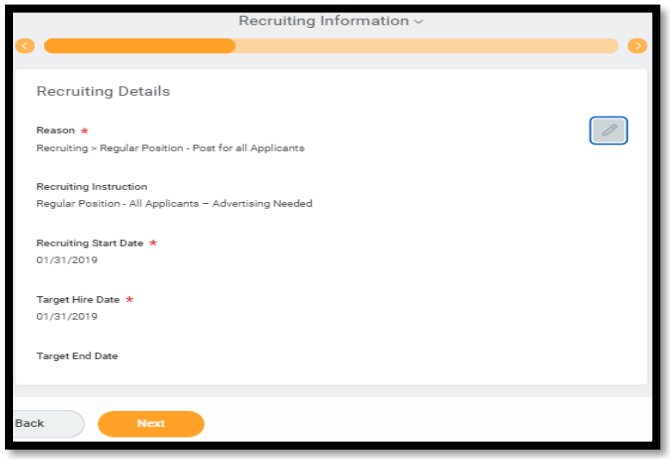
Note: Please have your HJ and PDQ form completed and ready for attachment before beginning this process.

From the **Search Bar**:

1. Type **RPT802** and then click on **View All Positions RPT802.**
2. In **Position Status,** click on **Open** positions, click **OK.**
3. Hover over the blue hyperlink in **Position** column to view and click the **Related Actions Button** for the **Position**. Then click on Job Change > Create Job Requisition.



4. Click **OK** on "Create Job Requisition" Screen.
5. On Recruiting Information screen, click to edit **Reason.**



6. Then click on in the Reason field and select **Create Job Requisition > Recruiting > Hire Temporary, Seasonal, Internship**.

7. Under **Recruiting Instruction** select Temporary – Seasonal – Internship – Advertising Needed or Advertising Not Needed.

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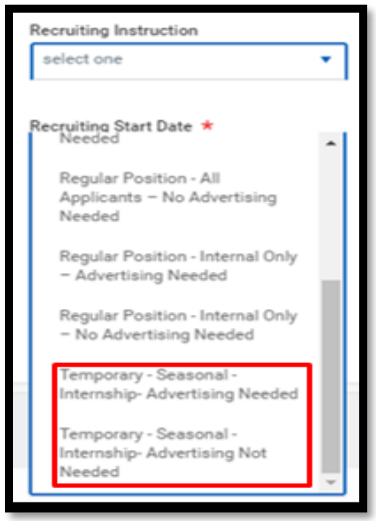


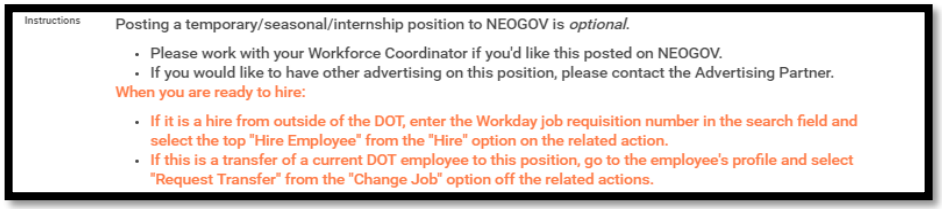
Note: Prior to attaching the documents, please make sure they are named appropriately with which document they are (either HJ or PDQ).

Note: Posting a Temporary, Seasonal, Internship, or At-Will position to NEOGOV is **optional**; please work with your **Workforce Coordinator** if you'd like it on NEOGOV. If you would like to have **other advertising** work with your **Advertising Partner.**

8. Fill in **Recruiting Start Date** and **Target Hire Date** as Today.
9. Fill in **Target End Date** as 7 months out.
10. Click **Next** to the **Job Details** screen.
11. Click **Additional Job Description**.
12. In the free text box, type what you want included in the job posting.
13. Click **Next** to go to **Organizations** screen**.** Leave as is.
14. Click **Next** to go to **Attachments** screen.
15. Click **Add,** then **Attach** and then select and attach HJ and PDQ and add **Comments** if needed.
16. Click **Next.**
17. Review and verify all information on the consolidated summary screen is correct.

Note: If you want you can print this summary by clicking in the upper right corner on the print icon.

18. Click **Submit**.
19. This will be routed to a **Classification Partner** in OES for PDQ approval before it is routed back to you.
20. After it is routed back to you, you will get an inbox item – **Job**
21. **Requisition: JR-Number and Job Title.**
22. Review all information and click **Approve.**
23. The job requisition will be routed for approval up through Division Director, the HJ Partner, and the Recruiter (Workforce Coordinator) in OES before being routed back to you.
24. After it is routed back to you, you will get an inbox item **Manager NEOGOV Process.**



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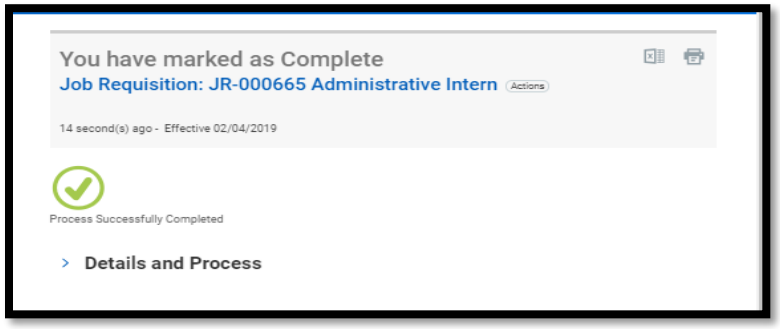
25. Review instructions in item and click **Submit**

26. Job Requisition successfully completed.



27. When ready to hire, please find the appropriate Job Aid for Edit Job Requisition. This could be one of the following:

- Step 2 Edit Job Req to Hire Intern, TS Coop, Temp
- Step 2 Edit Job Req for Promotion, Demotion, or Transfer

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